DGS-880-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. C-566-3

PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Bureau of Engineering Howard County Land Development Division Department of Public Works DIVISION AGENCY Item Retention Description No. Minor Subdivision File 1. Files will be kept A. Plans: active for two (2) years after completion; 1. Variance Petition Retain one (1) year as 2. Road Construction Drawings (road improvements) inactive file, then 3. Record Plat destroy B. Correspondence: Transmittal of plans for review from Office of Planning & Zoning (OP&Z) 2. Department of Public Works (DPW) comments to OP&Z Carbon copy of approval/denial/comments letter (coordination of all County and State agency comments) from OP&Z to developer. Transmittal from developer's engineer not necessarily coming through OP&Z: Request revision to approved road construction drawing (justification for request and DPW's response) b. Request for deviations of standards in Design Manual, Volumes I-IV (justification for request and DPW's response) c. Grading or improvement permission from adjacent property owners d. Request for exemptions from storm water management requirements with computations e. Request for exemption from drainage fee Water and/or sewer request for extension Files will be kept C. Studies, Reports and Computations active for two (2) years after completion; 1. Flood plain computations and plan Retain one (1) year as. 2. Drainage plan and computations inactive file, then 3. Storm water management plan and computations destroy

Schedule Approved by Department, Agency, or Division Representative Schodule Authorized by Hall of Records Commission

9-14-96 Bust Cageur Ch./Adm. Sucs

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FORM-RM-1A REV. 2/75

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. . C-566-3

PAGE₂

Item Description Retention Major Subdivision A. Plans: 1. Sketch Plan 2. Preliminary Plan 3. Record Plat 4. Road Construction Drawings 5. Concept Plan Files will be kept 6. Variance Petition active two (2) years 7. Final Development Plan after completion; Retain Planning Board five (5) years as inactive files, then B. Correspondence: destroy 1. Transmittal of plans for review from Office of Planning & Zoning (OP&Z) Department of Public Works (DPW) comments to OP&Z Carbon copy of approval/denial/ comments letter (coordination of all County and State agency comments) from OP&Z to developer. Transmittal from developer's engineer not necessarily coming through OP&Z: a. Request revision to approved road construction drawings (justification for request and DPW's response) b. Request for deviations of standards in Design Manual, Volumes I-IV (justification for request and DPW's response) c. Grading or improvement permission from adjacent property owners d. Request for exemptions from storm water management requirements with computations e. Request for exemption from drainage f. Water and/or sewer request for exten-Street light layout request for approval to Baltimore Gas & Electric Company including installation and maintenance costs estimates with computations. C. Studies, Reports and Computations 1. Flood plain computations and plan 2. Drainage plan and computations 3. Storm water management plan and computations

Traffic Study

FORM-RM-1A REV. 2/75

RECORDS RETERTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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İtem	Description	Retention
3.	Residential Site Development Plan (Single Family Detached and Duplex) A. Plans: 1. Variance Petition 2. Site Development Plan	Files will be kept active for two (2) years after completion; Retain two (2) years as inactive file, then destroy
	 Correspondence: Transmittal of plans for review from Office of Planning & Zoning (OP&Z) Department of Public Works (DPW) comments to OP&Z Carbon copy of approval/denial/comments letter (coordination of all County and State agency's comments) from OP&Z to developer. Transmittal from developer's engineer not necessarily coming through OP&Z: Request revision to approved road 	
	construction drawings (justification for request and DPW's response) b. Grading or improvement permission from adjacent property owners c. Request for exemptions from storm water management requirements with computations C. Studies, Reports and Computations 1. Flood plain computations and plans 2. Drainage plan and computations 3Storm water management plan and computations	
4.	Site Development Plans (Commercial, Apartments & Townhouses) A. Plans: 1. Variance Petition 2. Road Construction Drawings 3. Site Development Plan B. Correspondence: 1. Transmittal of plans for review from Office of Planning & Zoning (OP&Z) 2. Department of Public Works (DPW) comments to	Files will be kept active for two (2) years after completion; Retain five (5) years as inactive file, then destroy
	OP& Z	

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item
No.

Description

Retention

4. Site Development Plans (Cont'd)

Files will be ke

3. Carbon copy of approval/denial/comments letter (coordination of all County and State agency's comments) from OP&Z to developer.

4. Transmittal from developer's engineer not necessarily coming through OP&Z:

- Request revision to approved road construction drawings (justification for request and DPW's response)
- b. Request for deviations of standards in Design Manual, Volume I-IV (justification for request and DPW's response)
- c. Grading or improvement permission from adjacent property owners
- d. Request for exemptions from storm water management requirements with computations
- e. Water and/or sewer request for extension
- f. Street light layout request for approval to Baltimore Gas & Electric Company including installation and maintenance cost estimates with computations

Files will be kept active for two (2) years after completion, Retain for five (5) years as inactive file, then destroy